



# Aylburton Parish Council

Parish Clerk: Meg Humphries • 6 Court Road, Lydney, Gloucestershire GL15 5SY • Tel: 01594 719245  
Email: aylburtonclerk@outlook.com • www.aylburton.net/council

## Meeting Pack

Aylburton Parish Council

Full Council Meeting, July 2020 (Tues 14/07/2020)

### Clerk's comments/updates below in *PURPLE ITALICS*

1. To receive any apologies for non-participation
2. To note declarations of interest relating to the agenda
3. To approve the accuracy of the draft [Minutes of the Full Council Meeting on 09.06.2020](#)
4. Covid-19 community action: to receive any updates on activity in the parish
5. Public forum
6. To receive any updates from district and county councillors
7. Planning
  - a. To ratify the council's consultation response (agreed via email due to deadline) to: P0778/20/TCA: 24 High Street Aylburton Lydney: Hazel Tree (H1) Remove 1 x limb back to the main stem. Crown reduction of 30% at 24 High Street.  
*'No objection' response submitted to the planning officer.*
  - b. To receive any progress reports on local planning matters.  
*None at this time.*
8. Parish: to note updates\*
  - a. Flooding and Drainage: to note any updates.  
*Gavin Green at LPE has advised that he is happy to meet with the parish council and FoDDC flooding engineers, so John is in touch with the flooding engineers as the first step.*
  - b. Highways and Road Safety. To note any updates, including speeding, and Road Safety Group update.

### **THIS MONTH'S COMMENTS IN BOLD**

Speeding	<p><b>VAS – Flashing speed sign</b> Road Safety group met on 17<sup>th</sup> May. Clarification: group support the installation of the new VAS at the Lydney end, so no need to relocate the existing sign (which is at Chepstow end).</p> <p><b>I have asked when the speed enforcement van is next visiting (last time, to my knowledge) was end of May.</b></p> <p><b>Community Speedwatch – we have taken on four new members in June, and four of us have completed the speedcheck online training. I am chasing the police for in-person training at the earliest opportunity.</b></p> <p><b>Other road safety measures – we are continue to look into options and costs for speed countdown signs near Sandford Road, and gates for the A48 roadside. We are also looking into wider community activities.</b></p>
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	<b>Next road safety meeting: Wed 15<sup>th</sup> July 7pm via Zoom; all welcome.</b>
A48: Debris from road surface around Maplefield	Chased numerous times; Highways advise that they are currently looking into this thanks to an email from Cllr Harrison to Brian Watkins. I continue to chase this up.
Missing Bus Stop sign pole nr Stockwell Lane	Should be in place by the end of March 2020. Not yet in place. I have chased this up and will continue to do so.
Poor drainage on Church Road	24/2/20: Clerk raised the issue of the poor quality of gullies with Brian Watkins, and he has asked his contractors to inspect the gullies and arrange for any clearance work as required. In April Cllr Lord reported that this looked to have been worked on so it is hoped that this has been resolved, although it is hard to know until we get some heavy rain.
Need for a new grit bin at lower end of Chapel Hill loop	Request submitted to Highways on 24/02/20 and has since been acknowledged. If anyone spots a new grit bin here, let me know.
Upper Common – ditches in poor state	On 26/02/20 Brian Watkins replied: I have recently received a reply from LPE regarding my initial contact. I have sent them some additional information through to them and offered to meet them on site. I will update you as soon as I get a reply. Highways are putting increasing pressure on LPE and I am putting pressure on Highways, emphasising that one way or another the issue needs resolving before more rainy seasons. <b>Disappointingly, despite chasing up several times this month, I've not heard back from Brian.</b>
A48/Sandford Road street sign missing	Reported to FoDDC. <b>Sign is on order and will be installed by FoDDC when it arrives.</b>
Lower Common/Colliers Pitch - poor visibility at junction due to hedge overgrowth	Reported to Highways on 03/02/2020. <b>I've been advised that the issue has now been rectified.</b>
Lower Common/Sandford Road road surface	On 09/02/20 Brian Watkins replied: Unfortunately nothing planned at the present time. I was hoping to do some patching this year but the funding went on extending the Sanford Road resurfacing scheme. I will arrange for the road to be inspected by the safety inspectors. They will identify and arrange for the repair of any defects that meet our intervention criteria. As for more extensive works and the tree issues I will have a look at the road the next time I am in the area. <b>I will follow up on this soon.</b>
A48 road markings	On 09/02/2020 Brian Watkins replied: Thank you for your email. we refreshed the markings on the approach to the village from the Chepstow direction up to and including the 30 limit. The markings through the village are in a reasonable condition so I have put this on hold until I have confirmation

	that the resurfacing of the A48 from Aylburton to Lydney Roundabout (past Taurus Craftes). If this scheme does get into the programme then I will arrange for both sections to be remarked. I get a better rate if I combine the two lining schemes together. I will follow up on this soon to clarify whether it is likely to happen. <b>Followed up 09/07/20</b>
Church Road poor surface	Reported to Highways on 24/02/20 Timescale likely to be longer due to scale of resurfacing work. Nothing scheduled at present.
Creeping verge at west end of village (near existing speed sign)	Reported numerous times, including most recently on 24/02/20. <b>Can anyone tell me, has this been done?</b>
Poor drainage on Sandford Road	Reported on 24/02/20. Some work has been carried out to address this so it is hoped that it has been resolved for the time being.
Tree overgrowth encroaching onto A48 footpath at west end of village	Reported to Highways on 24/02/20. <b>I once again raised this with Highways and once again for a 'no fault found' response, so I will liaise with Brian to ask for action.</b>
Poor drainage on Chapel Hill	Reported to Highways on 24/02/20. Some work has been carried out to address this so it is hoped that it has been resolved for the time being.
Poor road surface on Stockwell Lane	Reported to Highways on 24/02/20. <b>All potholes have now been filled. MATTER CLOSED.</b>
Poor drainage on Stockwell Lane	Reported 24/02/2020. <b>Highways' Clive Saunders wrote on 09/06/20: Hi Meg The lengthsman gang cleaned around the gullies whilst attending the salt bin on the end of the lane the other week.</b>  <b>I am going to arrange for jetting and a small CCTV survey at the lower end of the lane to see if we can locate any buried old gullies.</b> <b>I have checked the area with a metal detector for metal grids, but many of the old ones only had concrete slabs on them, so difficult to find. I also have to arrange a drainage CCTV survey outside number 50 High street, so can tie the two sites in together.</b>  <b>Not sure of a date for this work at present, some things are getting back to near normal, others not.</b> <b>Will keep you informed.</b> <b>Regards</b> <b>Clive</b>
Missing road sign on Lower Common	Reported to FoDDC. <b>Sign is on order and will be installed by FoDDC when it arrives.</b>
Mud/debris on road at Stockwell Lane	Request made to Lydney Park Estate for awareness and attempts to clear; LPE have advised that they have been making efforts to clear up but that it isn't particularly effective. Watching brief.

Cycle Path – teething troubles – surface breakup, drainage issue	Reported to Highways, and I’ve been informed that these issues have now been dealt with. <b>If someone can confirm this, I will close this item.</b>
Church Road – missing grille on a drain	<b>Reported as an urgent matter to Highways on 29/06. They advised it would be dealt with straight away</b>

- c. Footpaths. To receive any updates.  
*No updates at this time.*
- d. Management of trees/hedges. To receive any updates and to consider TrunkArb quotation for tree management in Churchyard.  
*Quote circulated via email. Currently (09/07) awaiting revised quote to include work as raised by Dave.*
- e. Former Upper Common allotments wall deterioration. To note any updates.  
*No updates at this time.*
- f. Cross Inn. To receive any updates.  
*No updates at this time.*
- g. Allotments. To note any updates.  
*Plot 5 has been given up, but immediately I was able to place this with a new enquirer.*
- h. Grass cutting: to note any updates.  
*No updates at this time.*
- i. Wildflower verges: to note any updates.  
*There has been a lot of positive feedback on the verge in the last month.*
- j. Parish flower tubs 2020. To note any updates  
*Two volunteers have come forward to take care of tubs, though several more parishioners are likely caring for them without getting in touch with us. If anyone spots a tub in need of watering/deadheading, let me know.*
- k. Notice Boards refurbishment. To note any updates.  
*Now completed – all four boards refurbished.*
- l. Phone Kiosk, Upper Common: to receive any updates  
*No updates at this time.*
- m. The Cross Monument. To receive any updates.  
*I have asked LPE whether they would support the information board being installed on the wall behind the monument; awaiting a response.*
- n. Bus Shelters. To receive any updates.  
*No updates at this time.*
- o. Litterpicking: to note any updates.  
*No updates at this time.*
- p. Dog waste bins. To receive any updates.  
*No updates at this time.*
- q. Housing Needs Survey: to note any updates.  
*No updates at this time.*
- r. Parish Plan – to note and consider observations about 2009 plan’s objectives.  
*For ongoing reflection by cllrs until in-person meetings can take place again.*

## 9. Council

- a) Climate crisis: to receive any updates on this topic.
- b) Exempt item. Item information excluded from the agenda under Schedule 12A, Local Government Act 1972.  
To review the [Asset Register](#), updated May 2020, and to review the insurance arrangements ahead of entering year 2 of 3-year contract.

*I have asked our insurer whether there will be any price increase for the small increase in asset value (due to adopting the two Village Hall dog bins this spring); awaiting a response. I consider the current arrangements to still be suitable for the council's needs.*

- c) To note arrangements for the Clerk's annual review – due July, postponed until September.
- d) To consider the Clerk's request for annual leave weeks commencing 20/7 and 27/7.

## 10. Finance

### a. Payments. To approve the following council payments:

#0701	M Humphries	Clerk Pay	£351.62
#0702	Merlin Waste	Dog Bins	£62.40
#0703	M Rice	Grass	£881.44
#0704	Simply Gardens	Weedkilling	£130.00
#0705	PATA	Payroll Q1	£23.25
#0706	TrunkArb	Tree Survey	£300.00
#0707	Tudor Rose	LC Board	£258.25
#0708	MowTech	Upper Cmn	£162.00 (approx. – pending invoice)

### b. Income. To note any income received since the last meeting:

09/06/2020	Interest	£0.31
16/06/2020	Allotment payment	£20.00
23/06/2020	Allotment cheques	£100.00

c) Audit 19/20: To note the dates of the public rights to inspect the accounts, and to note the rest of the Annual Governance and Accountability Return process following audit  
*All necessary documents are now online, and the exemption certificate has been sent to the external auditor. The public notice was published on 3<sup>rd</sup> July, and the public notice period runs from 6<sup>th</sup> July to 17<sup>th</sup> August. This concludes the process for the 2019-20 audit.*

d) To note and approve the [2020-21 Q1 Bank Reconciliation](#)

e) To note and approve the [2020-21 Q1 Internal Controls](#)

f) To note the [report on income/expenditure versus the budget](#)

g) To note the [end-of-year accounts for 2019-20](#)

11. To note any correspondence and any additional notes from the Clerk.

*Various items have been forwarded for information throughout the month. All notes from Clerk covered above.*

**12. To note the date of the next meeting – September Full Council Meeting is on Tuesday 8<sup>th</sup> September 2020 (format TBC, dependent on requirement for social distancing at that time)**